

# SEA GRANT JOHN A. KNAUSS MARINE POLICY FELLOWSHIP

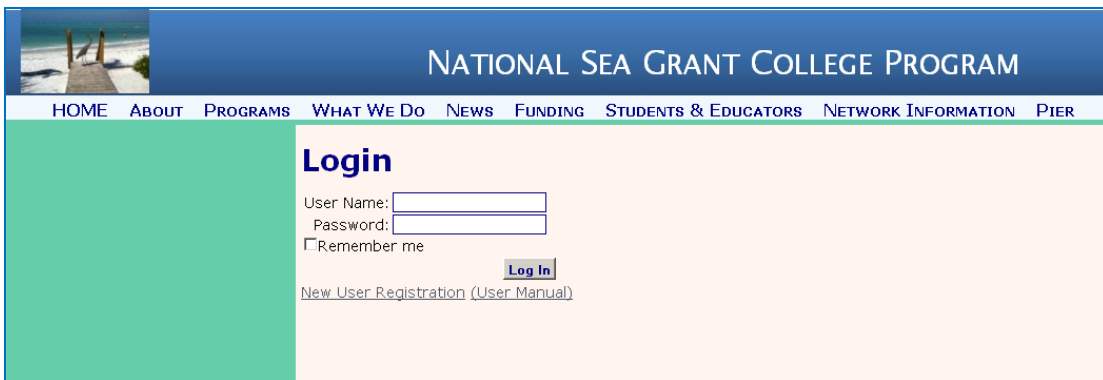
## Manual for 2015 Hosts

Page	
2	Registering
3	Placement Week
5	After Placement week
6	Timeline
7	Host-Fellow Relationship
9	Contacts

## Registering

All potential 2015 Sea Grant Knauss Host Offices will need to register as new users in our updated database at: <https://pier.seagrant.noaa.gov>

The deadline to apply as a host and to send in position descriptions is November 7, 2014 (close of business). The database manager will review submissions on a rolling basis, and approved position descriptions will be posted for viewing by the finalists.

The screenshot shows the login page for the National Sea Grant College Program. At the top, there is a blue header with the text "NATIONAL SEA GRANT COLLEGE PROGRAM". Below the header is a navigation bar with links: HOME, ABOUT, PROGRAMS, WHAT WE DO, NEWS, FUNDING, STUDENTS & EDUCATORS, NETWORK INFORMATION, and PIER. The main content area has a light orange background. On the left, there is a green sidebar. The login form is centered and includes the title "Login" in blue. It has fields for "User Name:" and "Password:", a checkbox for "Remember me", and a "Log In" button. Below the form is a link for "New User Registration (User Manual)".

After potential Host offices submit revised information to the database, they will receive an email confirming that the office has been approved by the Sea Grant Knauss Program Manager.

The person designated as the fellowship supervisor in the database will receive an email with information on how to access legislative or executive finalist application material through the Sea Grant Knauss Fellowship website. Included in this material will be the finalist's:

- 1) Goal Statement
- 2) Two-Page Resume
- 3) College Transcripts

By early November, hosts will have access to the appropriate finalists' application packages (legislative or executive) for review.

A host office, new or returning, will not be provided access to finalists' application materials until after it has:

- 1) Submitted its new or revised information
- 2) Been approved by the Sea Grant Knauss Program Manager
- 3) Sent an email to the Sea Grant Knauss Program Manager confirming financial support (executive hosts)

## Placement Week – November 17-21, 2014

By the first week of November, the National Sea Grant Office will make available via its website (<http://www.seagrant.noaa.gov/knauss.html>) information detailing the Placement Week process. Information will include current fellows' assignments, agendas, and information about finalists' interviews with hosts (Placement Week). To ensure a level playing field for both finalists and hosts, finalists are not permitted to have contact with host offices prior to placement week. Communication with a host office before placement week is grounds for dismissal from the Sea Grant Knauss Fellowship. This includes contacting an agency or office that is not currently a host office and asking them to be a host office for the upcoming year.

During the week of November 17-21, 2014, finalists are required to travel to Washington, D.C. for interviews with hosts.

The deadline for hosts to notify the National Sea Grant Office (by e-mail to [OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov)) of its available interview dates and times of those interviews is Wednesday, November 12, 2014 (close of business).

The interview schedule form can be found at:  
[seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx)

Executive hosts only: Send an email confirming financial support for the fellow (\$60,000) to [OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov) by Wednesday, November 12, 2014 (close of business).

### Presentations

At the start of Placement Week, hosts who have completed their online application and been approved by the National Sea Grant Office will provide a 10 minute presentation (7 min. plus 3 min. for questions) to the finalists (finalists become fellows once they have been matched with a host office, and after the grant is awarded by NOAA) outlining the principle duties of the office and the role the fellow would play in that office.

### Locations

Executive: Monday, November 17 8:30 AM to 5:00 PM, at the Consortium for Ocean Leadership, 1201 New York Ave, NW, Washington, DC 20005

Legislative: Tuesday, November 18, 1:00 to 3:30 PM, (location TBD)

## Placement Week

### Interviews

Hosts will have submitted their availability during the week for interviews, the location of the interviews, and the person conducting the interviews by November 12, 2014 via the online database. One half hour is allocated for each interview. Finalists will select host offices with whom they will interview on Tuesday, November 18.

On November 18, 2014, hosts will be informed via email which finalists have signed up for interviews, and the specific dates and times of these interviews. Interviews take place in the host office. Finalists will be provided locations and directions to host offices by the National Sea Grant Office. Interviews will ensue until the close of business on Thursday, November 20, 2014. A contact number for each host must be provided during Placement Week in case finalists have further questions. Hosts should make every effort to be as available as possible during Placement Week in case fellows have further questions.

By the end of Placement Week, hosts will fill out a ranking sheet of finalists they have interviewed. These rankings should be completed on the forms found here: [seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship/HostOfficeResources.aspx). Each host office must email these rankings to [OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov) by Friday, Nov 21, 6:30 AM. Failure to email these rankings to the National Sea Grant Office by the deadline will disqualify a host office from consideration to host a fellow.

Those rankings will then be provided to the finalists at 8:30am on Friday, November 21, 2014. Finalists will choose, following rank order, which host office they will commit to. A finalist may only choose one host office. Once a finalist has chosen a host office, that finalist must cross his/her name off of every other list on which they are ranked. The process continues until every finalist has selected a host office.

On the afternoon of Friday, November 20, 2014, each office that is successful in securing a fellow will be notified by a phone call from the fellow directly and each office that is not successful will be notified by the Sea Grant Knauss Program Manager.

The Fellowship Agreement will be finalized through the National Sea Grant College Program's "Ratification Document" that commits the host and the fellow jointly to the fellowship program. It is signed by both a host office representative, the fellow, and the Knauss Program Manager. Guidance on funds transfer to Sea Grant to support an executive fellow will also be provided to executive host offices as part of the Ratification Document.

## After Placement Week

If a host is successful in getting a fellow, the fellowship begins February 1, 2015 through January 31, 2016. The start and end dates are flexible to accommodate the host and fellow's schedules. Please consult the Knauss Program Manager ([OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov)) if you have questions regarding start and end dates.

It is the principal responsibility of each finalist to identify an appropriate host who will accept the fellow for the following year. Upon acceptance, fellows have committed to the fellowship program for a full year. Early withdrawal from the program (unless approved by the Knauss Program Manager) is deemed unacceptable and will forfeit the status and privileges of the fellowship.

### Reporting Requirements

Sea Grant Knauss Fellows will be administratively responsible to their sponsoring Sea Grant Directors during their terms in Washington, D.C., but must be responsive to the administrative and technical needs of the host to whom they report. The role of the Knauss Program Manager in the National Sea Grant Office is one of ombudsman between the fellow, the host, and the state Sea Grant Program.

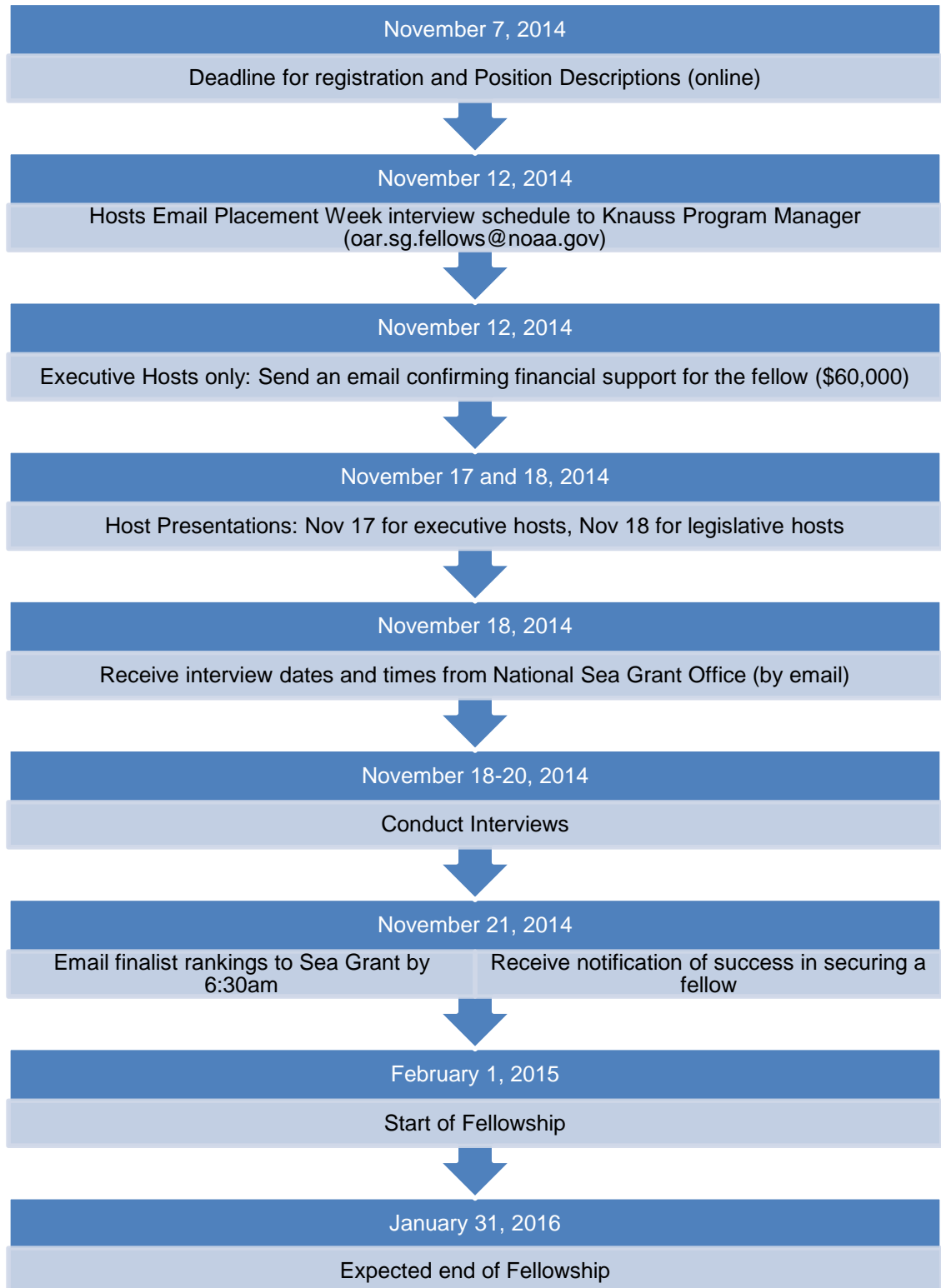
Regular contact with fellows will occur throughout the year. If a conflict arises, a meeting with the Knauss Program Manager will be scheduled.

### Travel Requests

The local Sea Grant program receives and administers \$9,000 per fellow to be used to cover mandatory health insurance for the fellow and moving expenses. Any remaining funds shall be used during the Fellowship year to satisfy academic degree-related activities and for fellowship-related activities. During the year, an executive host may provide supplemental expenses for work-related travel by the fellow, i.e., conferences, workshops, short courses, or similar opportunities.

The host and the sponsoring Sea Grant Director must approve all travel in advance. A letter of request (paper or email) should be initiated by the fellow and approved by the host. This request will be sent to the Sea Grant Director, explaining the reason for the trip and approximate costs. This process must be completed well in advance to ensure adequate opportunity for the host and Sea Grant Director's comment and approval. If the travel is in question, the Sea Grant Knauss Program Manager will mediate the situation as needed. All international travel must be approved by the Knauss Program Manager via the NOAA Grants Online system.

## Timeline for Hosts



## Host-Fellow Relationship

Host offices are providing an educational opportunity to an individual who will provide a substantial, professional contribution to the office. At a minimum, fellows must be provided with a desk, phone, computer, Internet access, and file storage space. Additionally, fellows who are still involved in their graduate program may need time to complete their academic requirements. Thus, requirements of time in the host office must be flexible.

The host office should grant reasonable sick leave and vacation time in accordance with federal standards. Time spent outside of the office on academic requirements, conference attendance, and other fellowship related travel is not to be considered vacation time or sick leave. Fellows may not be penalized for time spent outside of the office for any of the reasons noted above. Credit hours may be considered in circumstances where fellows are required to work more than 40 hours in any given week.

The Sea Grant Knauss Marine Policy Fellowship Program is a learning experience and a unique educational opportunity. Through this fellowship, hosts provide Fellows with increased knowledge relative to the ocean, coastal, and Great Lakes resources and the marine policies affecting those resources. The fellow and the host must be sensitive to each other's mutual responsibilities in achieving a balance between office and educational demands. The fellow should honor the working protocols of the host office and contribute to useful and relevant products. At the same time, the host is expected to provide opportunities for involvement in substantive issues that honor the fellow's legitimate professional, educational, and developmental goals. This can include encouraging fellows to attend fellowship functions, hearings and lectures, and encouraging participation in field research that relates to office goals and the fellow's personal interests.

The fellow should be treated in a professional manner by the host, and be considered an equal staff person in the host office. The guidelines previously outlined have been designed to provide the greatest opportunities possible to fellows and hosts. Departures from the above guidelines may be made at the discretion of the Knauss Program Manager only.

Fellows are required to complete *Professional Development Plans* that list the goal of the host office, the fellow's primary responsibilities, planned professional development and training activities, and professional and personal goals for the year. These plans will be written following conversations between Host and fellow in the first month of the fellowship to document expectations for the year, and may be revised during a mid-year review with the fellow.

## Host-Fellow Relationship

### Specific Items Requested of the Host:

- Fellow should meet with the staff they will work with closely.
- If there are useful meetings or conferences prior the start of the fellowship, the fellow should be made aware of them (and possibly attend).
- Maintain contact with the fellow prior to their arrival. Arrange start date with the fellow.
- Prepare space and needed equipment (e.g., computer, phone) prior to the fellow's arrival. Provide general office information and paperwork prior to the fellow's arrival (e.g., forms for obtaining an ID, who to go to for general office support).
- Provide any needed reading material to the fellow prior to their arrival (optional).
- Create a Professional Development Plan with the fellow documenting goals and expectations for the fellowship year.
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- At the start of the fellowship, review office policies including work hours; time for the fellow to work on their school commitments (if any); vacation; sick leave; and attendance at fellowship functions, conferences, hearings, and meetings.
- Hosts are asked to provide clear expectations and guidance for the fellows with respect to the items above.

### Conflict Resolution

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational needs. The Sea Grant Knauss Program Manager, after due consultation with and consideration of the mutual rights and interests of the fellow, the host, the sponsoring state Sea Grant Director, and the National Sea Grant Office will adjudicate problems that may arise.

### Early withdrawal from the program

Situations may arise over the course of the fellowship year in which a fellow decides to leave the program early. This may be due to personal reasons, conflicts with a host, or to move on to an employment opportunity. Each situation will be handled on a case by case basis. There will be an open discussion between the host, fellow, and the Sea Grant Knauss Fellowship Program Manager to determine the fellow's transition out of the program in a way that is acceptable to all parties. Fellows that do not complete at least 11 months of the fellowship will not be considered alumni.



## Contacts

Julia Galkiewicz  
National Sea Grant College Program

National Oceanic and Atmospheric Administration  
US Department of Commerce  
National Sea Grant Office, 1315 East West Highway  
Silver Spring, MD 20910  
Phone: 301-734-1067  
Fax: 301-713-0799

[OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov)

[seagrant.noaa.gov/FundingFellowships/KnaussFellowship](http://seagrant.noaa.gov/FundingFellowships/KnaussFellowship)